



Universiteit Leiden

# User Manual

## Remote Workplace on Mac OS



## Logging into the NUWS Remote Workplace

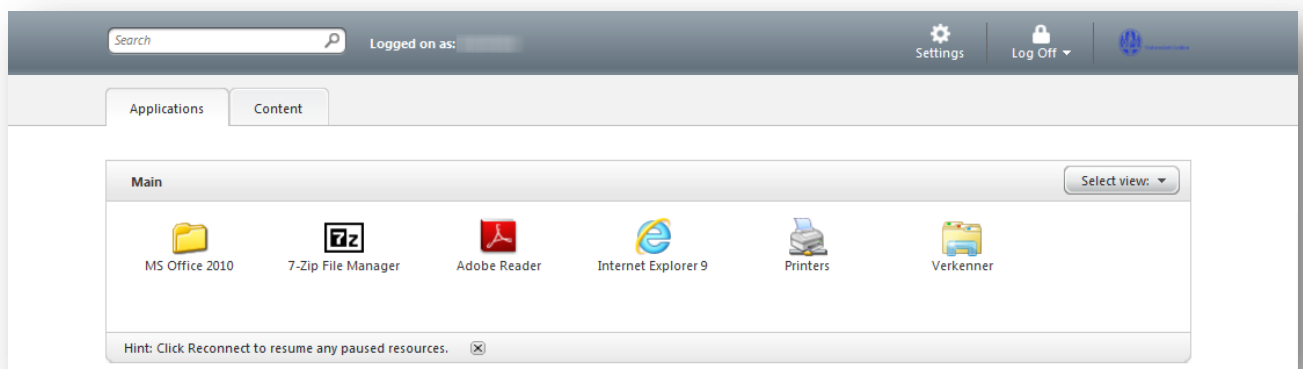
The NUWS Remote Workplace allows you to make use of most of the programs available at your workplace. In addition, you can easily access your personal documents on the University network, including the workgroup and department shares for which you have right of access.

- 1) Go to <https://remote.campus.leidenuniv.nl> and enter your ULCN user name and password and click “**Log On**”



- 2) If the required Citrix Receiver is already installed on your computer, the NUWS Remote Workplace will appear. You find below an example of how it may appear on your screen.

*The example below may differ from your screen depending on your right of access to various programs.*



- The “**Verkenner**” allows you to access your own files in the University domain (P and J drive) and also your own local stored files on your own computer.
- You can for instance use Internet Explorer to access from home the SAP Self Service, which is not otherwise accessible outside the University domain.

## Installing the Citrix Receiver

1) If the required Citrix software is not available, the screen below will appear. Select “**INSTALL**”.



2) Your computer will now detect which Citrix Receiver you need.  
Select “**Download Receiver for Mac**”.



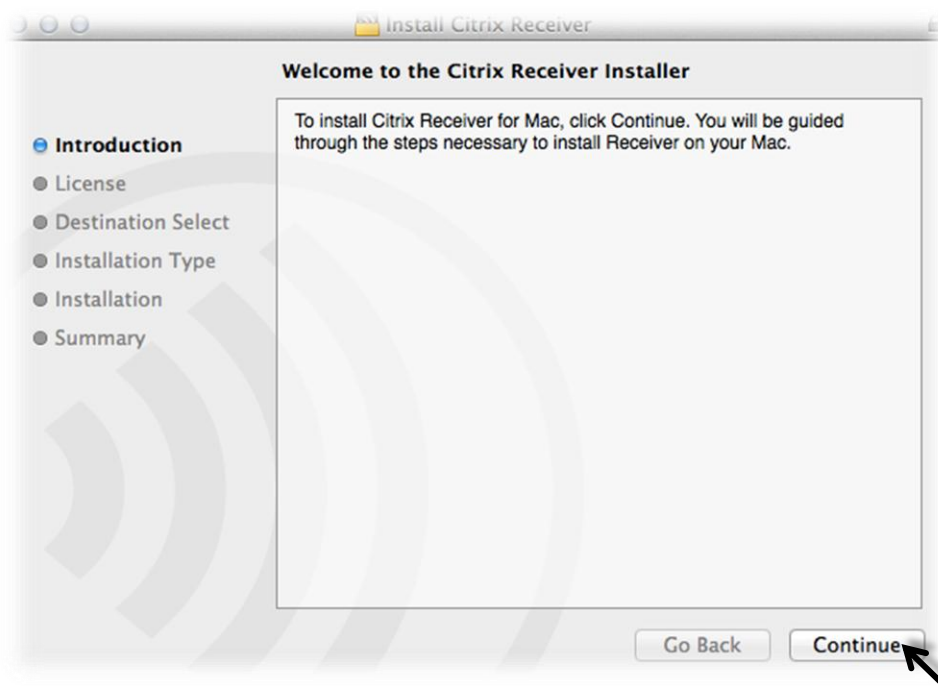
3) The download of the Citrix Receiver will now start.



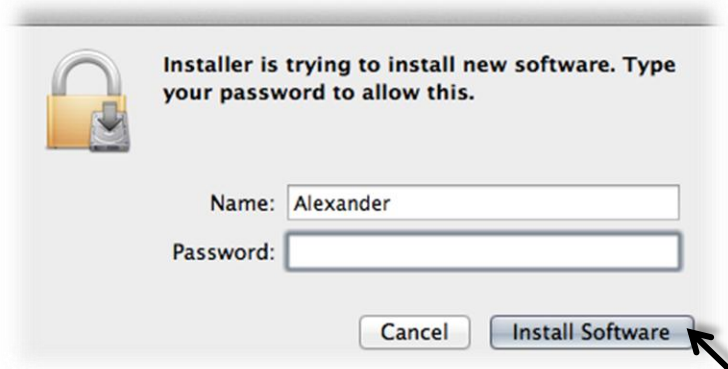
4) When the download has completed, please select **“Install Citrix Receiver.pkg”**



5) Select **“Continue”** and accept all the following messages.

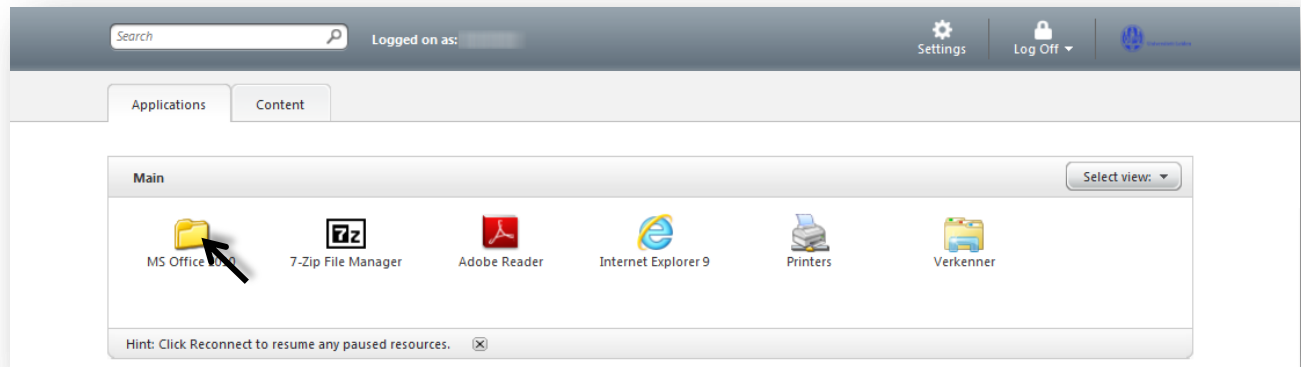


6) Enter your Mac password when asked and then select **“Install Software”**

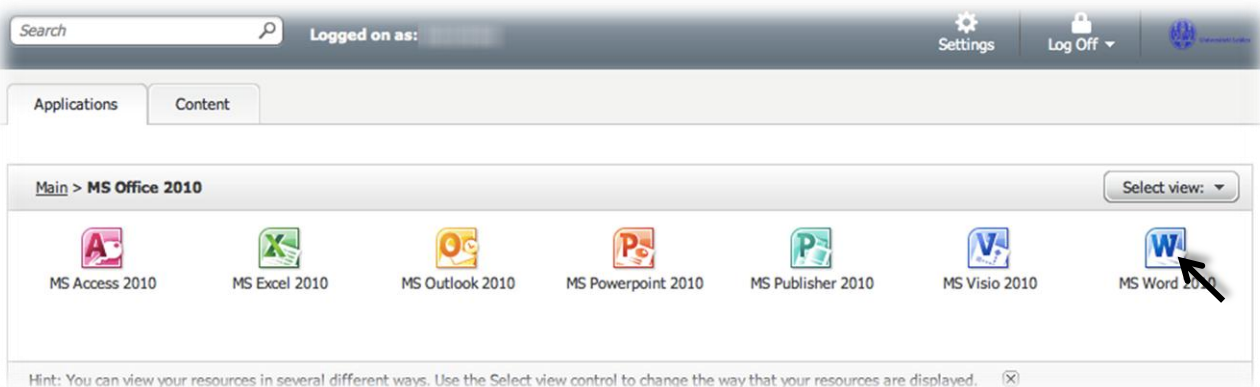


## Use the NUWS Remote Workplace

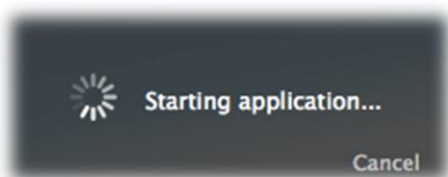
- 1) Once you log in to <https://remote.campus.leidenuniv.nl> you will see the screen below.  
Note that the applications you see may vary from person to person.



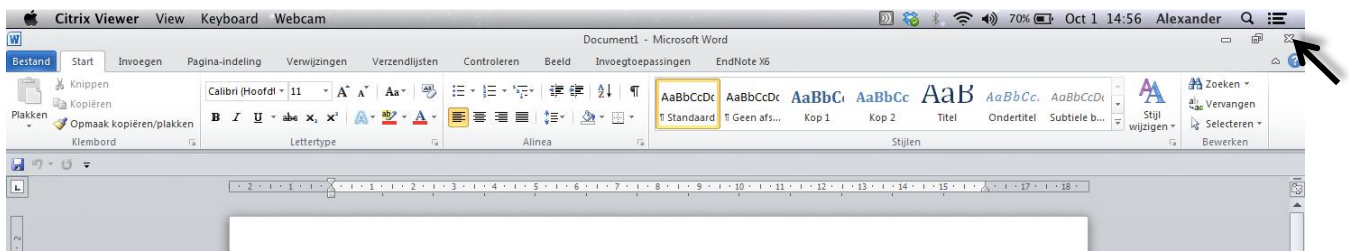
- 2) If you select the “MS Office 2010” folder, and then select “MS Word 2010”



- 3) You will get a to see a Citrix pop-up as shown below for every program you start.



- 4) You will be presented with the MS Word for Windows program, with on top a Citrix Viewer bar. When you press the “X” and the top right of MS Word, you will close MS Word.  
(remember to first save your documents)



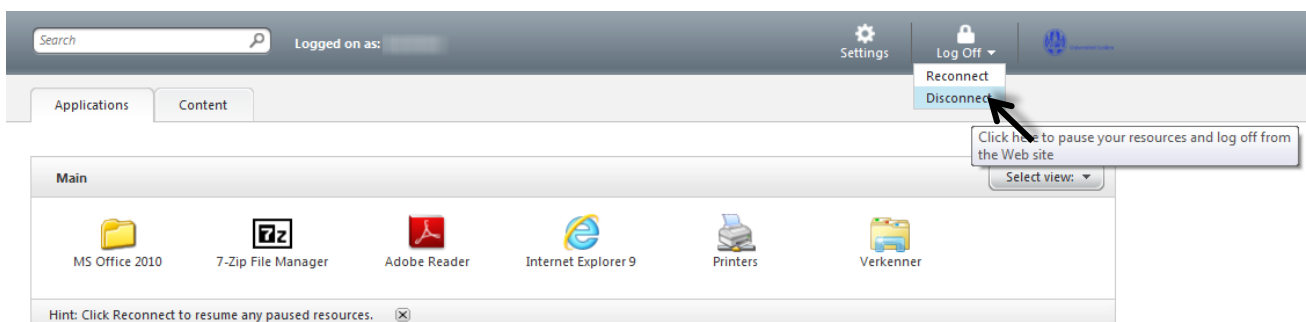
- 5) In the **Dock** of your Mac you will note a Citrix Viewer icon. Every started program will give an extra icon in your Dock.



- 6) Right click (Ctrl-Click) on the Citrix Viewer icon will give you the screen below. When you select quit, you will be able to close the program or temporary disconnect.



- 7) By selecting “**Log Off**” and then “**Disconnect**” in the main window of the Remote Workplace, all open Citrix programs will be closed and you will be logged out of the Remote Workplace.



**Note:** If you only click away the web browser, the programs opened will remain active for a while. If you restart your laptop for example, you will be able to continue to work on the same documents after logging into the Remote Workplace.